

Special Instructions for Completing the Organic PDF Regional TR/COC Records

In the event of an emergency situation where the electronic FORMS II Lite version of the Traffic Report/Chain of Custody (TR/COC) Record cannot be produced, the sampler can provide handwritten information on a PDF printout of a TR/COC Record. This PDF of the TR/COC Record can be downloaded from the Contract Laboratory Program Web site and completed according to the instructions listed below:

Sampler Instructions for Completing REGION COPY of the PDF TR/COC Record:

1. Enter the following identification numbers in Box 1:
 - Case Number -- This number is provided by the EPA Region.
 - DAS Number -- Delivery of Analytical Services (DAS) Number provided by EPA Region, if applicable.
2. Enter the following information into Box 2:
 - Region -- Region in which the site is located.
 - Project Code/Account Code -- If required, the codes can be obtained from the EPA Region.
 - CERCLIS ID -- Identification number assigned to a site by EPA starting with the State abbreviation where the site is located (e.g., NCD044447639).
 - Spill ID -- Spill ID Number assigned to the site.
 - Site Name/State -- Name assigned to the site and the State in which the site is located.
 - Project Leader -- Person in charge of the sampling event at the site.
 - Action -- Indicate the action(s) taken at the sampling site in response to the threat or actual release of a hazardous substance that could affect humans and/or the environment. The term "cleanup" is sometimes used interchangeably with the terms remedial action, removal action, response action, or corrective action.
 - Sampling Co. -- Name of sampling company performing the sampling.
3. Enter the following information into Box 3:
 - Date Shipped -- Date on which the sample is being shipped.
 - Carrier Name -- Name of the shipping carrier.
 - Airbill -- Airbill number assigned to the sample shipment.
 - Shipped To -- Name and address of the Laboratory to which the samples are being shipped.
4. Complete the chain-of-custody portion of the form (see Box 4) to include the sampler signature and the name of the person who is relinquishing the sample custody for shipping (include date and time of shipment).
5. Enter the CLP Sample Number for each sample in Column 5. These numbers are provided by the EPA Region.
6. Enter the sample matrix and name of the sampler taking the sample in Column 6. The sampler can enter one of the following matrix types:
 - Field QC • PE Soil • Soil (0" - 12") • Surface Water
 - Ground Water • PE Water • Soil (>12")
 - Leachate • Sediment • Soil/Sediment

7. In Column 7, enter the sample type (enter "Grab" for grab samples or "Comp" for composite samples).
8. In Column 8, enter the analysis fraction required for the sample using the abbreviations provided in Table 1. Also, indicate if Preliminary Results are required (enter "PR") and enter the turnaround time for each sample (e.g., 7-, 14-, or 21-day).

Table 1. Analysis Types	
Analysis	Abbreviation
CLP TCL Pesticide/PCBs	PEST
CLP TCL Semivolatiles	BNA
CLP TCL Semivolatiles and Pesticides	BNA/PEST
CLP TCL Volatiles	VOA

9. Enter the tag number from the sample tag, the preservative type (see list below), and the number of bottles in Column 9. The following preservatives may be used, as appropriate:
 - HCL
 - H₂SO₄
 - HNO₃
 - Ice Only
 - NaHSO₄
 - Not Preserved
10. Enter the location of the sampling station in Column 10.
11. Enter the date of sample collection (MM/DD/YYYY) and the time of sample collection [using a 24-hour clock format (e.g., 16:45)] in Column 11.
12. Enter the corresponding CLP Inorganic Sample Number from the inorganic fraction in Column 12, if applicable.
13. Enter the Quality Control (QC) Type in Column 13. The sampler can select from the following QC sample types:
 - Field Duplicate
 - Performance Evaluation (PE)
 - Trip Blank
 - Field Sample
 - Rinsate
 - Lab QC
 - Spike
14. Enter "Yes" or "No" to indicate if the shipment of samples for the Case is complete in Box 14.
15. Indicate the Sample Number(s) of the sample(s) to be used for Laboratory QC in Box 15.
16. Enter additional sampler signature(s) in Box 16.
17. Enter the Chain of Custody Seal Number in Box 17.
18. Enter any descriptions necessary (from Table 1: Analysis Types) to better define the analysis to be performed (as indicated in Column 8) into Box 18 (e.g., "VOA = CLP TCL Volatiles", "BNA/PEST = CLP TCL Semivolatiles and Pesticides", etc.).

19. Enter "Yes" or "No" to indicate if the sample shipment is iced in Box 19.
20. Enter the unique TR Number in Field 20 that will be assigned to track this particular TR/COC Record. When using a PDF of the TR/COC Record, enter the Airbill Number assigned to the sample shipment.
21. In the event that the TR/COC Record contains multiple pages, indicate the page number in the "Page ___ of ___" field located in the bottom right corner of the TR/COC Record.